



- **For an adopted child:** A copy of the adoption certificate or an adoption agreement and a petition for adoption.
- **For a stepchild:** A copy of the child's government-issued birth certificate and documentation of your current relationship to your spouse, as requested above.
- **For a child in your custody or under your guardianship:** A copy of the court order naming you or your spouse as the child's legal guardian or custodian. If your spouse is the legal guardian, you must also provide documentation of your current relationship to your spouse, as requested above.
- **For a foster child:** A copy of the records showing you or your spouse as the dependent's foster parent.
- **For a newborn child of a covered dependent up to age 18 months:** A copy of the newborn government-issued birth certificate listing your covered dependent as the birth parent.
- If the required documentation cannot be produced, contact People First at 866-663-4735 and ask to speak to a specialist in the Dependent Verification team.

**FOR UNMARRIED CHILDREN AGE 26 TO AGE 30:**

- A copy of the child's government-issued birth certificate or adoption certificate naming you or your spouse as the child's parent. Please note the document must list the first and last name of the child and parent(s); **OR** a copy of the court order naming you or your spouse as the child's legal guardian or custodian; **AND**
- A copy of the [Certification of Over-Age Dependent Eligibility Form](#), **AND**
- One of the following documents:
  - o A document confirming the child's enrollment as a student in the current Spring, Summer, or Fall semesters. The document must include the name of the child, the name of the school, and the school term; **OR**
  - o A bill or statement in the child's name that is dated within the past 60 days and is mailed to the child at a Florida address.

**FOR DISABLED CHILDREN AGE 26 AND OLDER:**

- A copy of the child's government-issued birth certificate or adoption certificate naming you or your spouse as the child's parent. Please note the document must list the first and last name of the child and parent(s); **OR** a copy of the court order naming you or your spouse as the child's legal guardian or custodian, **AND**
- A Tax Return Transcript of your most recently filed federal tax return listing, listing the child's name and the last four digits of the child's social security number and identifying the child as the subscriber's dependent for tax purposes.

The tax return transcript can be obtained from [www.irs.gov/individuals/get-transcript](http://www.irs.gov/individuals/get-transcript) or by calling the IRS at 800-908-9946.

People First may request any other information necessary to verify your dependent's eligibility for enrollment in the Program. All documents **MUST** contain the date, (including year), employee's name, and the dependent's name. Personal information, such as income information listed on the tax transcript and Social Security information (except in the case of a disabled child or a spouse if you filed as Married Filing Separate), may be marked out for confidentiality purposes.

All documents must be submitted to People First using one of the methods below:

- Upload the dependent documentation directly in the People First system (recommended and fastest approach) - log in to People First at [PeopleFirst.myflorida.com](http://PeopleFirst.myflorida.com) and select the "Upload" icon in the top right corner. Select the document type of "dependent documentation", and add the necessary comments regarding which dependent(s) the documentation is for, attach the document(s), then select the Submit button; **OR**
- Mail the documentation to People First, P.O. Box 6830, Tallahassee, FL 32314. If you have any questions or concerns, please visit [www.myBenefits.myFlorida.com](http://www.myBenefits.myFlorida.com) and read the Frequently Asked Questions or call People First at 866-663-4735 and ask to speak to a specialist in the Dependent Verification team.

Thank you,  
People First Service Center, Dependent Verification Team